



Human Resources Newsletter

December 2002 News

What's New, What's Hot

- The Human Resources Section will be moving to the 3rd Floor on December 4.
- PPR Form Transition Period (From using old to new form): For employees who will be rated after 10/10/02, rating supervisor may use existing SF-15 provided page 1 of new form is also completed/attached to existing form. If a rating is contested, HQ HR will forward page 10 (signature page) of new form to affected parties for completion/documentation of review process. For employees whose Planning Form will be completed after 10/10/02, new form shall be used. [HR Contact: Stephanie Ortis, (225) 379-1289]
- Employees who are granted an exception to continue working a compressed schedule during holiday weeks must not be charged leave for the holiday.

Special Events

- December 4 - HR moves to 3rd floor. Appreciate your patience while we get settled into our new quarters
- December 10-11 - C.S. Commission Hearing
- December 11 - New Employee Orientation for HQ Baton Rouge
- December 18 - SCHR Meeting
- December 25-26 - Holiday

HR Unit Updates

Compensation Unit

- **Job Studies:** Results of the following job studies were approved by the CS Commission at the 8/7/02 pay hearing; these are now pending approval by the Governor

- Environmental Impact Series
- Real Estate Series
- Compliance Programs Series
- New/revised Intermodal Transportation Series
- DOTD Safety and Compliance Series
- Bridge/Marine Administrator and Assistant jobs

- **New Pay Schedules:** Governor Foster has approved the **Protective Services Schedule** effective 9/23/02, and the **Skilled Trades Schedule** effective 11/25/02. Affected employees are being placed into the pay plans on those respective effective dates. Civil Service is currently working on the proposed **Technical/Scientific (T/S) Schedule** to be considered by the CS Commission at its January 2003 meeting. This schedule will include jobs such as professional engineers, engineering technicians, surveyors, I/T, and environmental specialists.